



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-36
September 28, 2015**

**NOTICE OF VACANCY
September 28, 2015**

POSITION: Deputy Director of Permitting & Plan Review

DEPARTMENT: Inspectional Services

SALARY: M-8 \$69,717.62

HOURS: Monday – Friday 8:30 am – 5:00 pm

Statement of Duties: Position is responsible for reviewing all incoming documents, specifically design drawings to determine whether discrepancies or conflicts exist between proposed work and applicable building codes. Provides support and assistance to builders and the public regarding building codes. Some managerial responsibilities and operations of the department are required, including work assignments, supervision, of the administrative staff. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general supervision of the Building Commissioner/Director of Inspectional Services. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee is responsible for the direct supervision of Three (3) full time employee(s), with time spent assigning, checking and reviewing the work of subordinates. Supervisory responsibility includes direct accountability for work results. Employee is also responsible for assisting in control for the department, and may act as the department head during temporary absences. Employee is responsible for recommending the hiring, evaluation, of employees. A large number of employees are located in a separate location than the supervisor, and the work operations are subject to frequent, abrupt, and unexpected changes in deadlines, and/or volume of work due to uncontrollable or unpredictable circumstances, e.g., police or fire emergencies, litigation.

Confidentiality: In accordance with public records law, the employee does not have regular access to confidential information of the department.

Accountability: Consequences of errors or poor judgment may include missed deadlines, delay or loss of service or payment, monetary loss, legal repercussions, personal injury, danger to public health/safety, and/or adverse public relations.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as a municipal office setting subject to frequent interruptions, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risk: Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bumps, bruises or cuts from falls when conducting field inspections. Occasionally, employee will be required to visit construction sites where there are adverse safety and health concerns

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Facilitates the review and processing of building plans submitted for permit authorization in compliance with state code and local ordinances, forwards documents to other departments, Boards or Commissions as required for authorization.
2. Assists applicants with the building permit application process, reviews plans for building construction or alteration to determine compliance with State Building Code, Town Zoning By-Laws, or other regulations.
3. Provides information and guidance to the design and contracting community and the general public via telephone, e-mails, and at the counter. Provides professional assistance for a particular project or specific information related to building code issues.

4. Responsible for the daily operation and management of the Department administrative staff including work assignments, supervision, as may be necessary in the satisfactory functioning of the department.
5. Informs and enforces all Town policies as they affect the departmental staff, especially the Town Customer Service policy.
6. Works extensively with the Framingham Fire Department on fire suppression, detection, and alarm plan review and permitting.
7. Provides field inspectors technical support for all building, plumbing and wiring inspectors.
8. Reviews architectural and engineering construction documents.
9. Provides research information and historical data of buildings.
10. Mediates disputes between neighborhood groups, property owners, contractors and developers.
11. Assists the Planning Board with recommendations, technical expertise and enforcement as allowed regarding major developments in the Town of Framingham.
12. Acts as the Building Commissioner in all activities, including permit issuance when directed, or when the Director of Inspectional Services is unavailable.
13. Represents the Building Commissioner at all Town Meetings and other public hearings when necessary.
14. Maintains state- mandated certifications by obtaining required training.

Recommended Minimum Qualifications, Education, and Experience: Must have a Bachelor's Degree in Civil Engineering or Building Construction or a related field, and five to seven (5-7) years of construction and design experience; or an equivalent combination of education and experience

Special Requirements: A candidate for this position is required to have a valid class D Motor Vehicle operator's license, Construction Supervisor's license, Local Inspector's license, and certification as a Building Plans Examiner and/or Building Official.

Knowledge, Abilities and Skill

Knowledge: Must have working knowledge of municipal law, land use regulations/bylaws, fire suppression, fire alarm, fire detection, sign laws, subdivision regulations, OSHA regulations, fire safety, all phases of residential and commercial construction, state building code and local by-laws and building regulations, architectural/mechanical drafting and engineering principals and design methods, building and construction materials, state building code and local by-laws and building regulations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, read and interpret plans and blueprints, deal with irate customers, and maintain confidential information. Must be able to access the internet to obtain information in support of department operations.

Skills: Mathematics, making observations and analyzing information, public speaking and presentations, written and verbal communication, managing employees and department operations.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents, computer screens, and reports for understanding. Employee must be able to determine colors.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.